



NCLB Public School Choice Options

There are two Public School Options for children in Title I schools that have not met Adequate Yearly Progress (AYP) for two or more consecutive years.

- Parents may choose to transfer from eligible schools to another school that has not been identified by the state as being in need of improvement, or
- a parent may choose to remain in the zoned school but apply to the district to receive free tutoring (Supplementary Educational Services). Students must be eligible for a free or reduced lunch to receive the free tutoring services.

Parents are notified in the spring and again after school grades are released that they are eligible for one or both of these options. Parents must submit the form that is sent via US Mail to the school or to the Title I Choice/SES Office, 5775 Osceola Trail, Naples, FL 34109. Parents requesting choice receive school placement information in May of each year, or at least 20 days prior to the start of the next school year. NCLB School Choice includes transportation to and from school each day. Parents requesting Supplementary Educational Services (free tutoring) are notified between the start of the school year and September 25 each year.

For additional information you can contact the Title I NCLB Choice/SES office at 377-0322.

Eligibility and Parent Notification: NCLB School Choice

- Students in Title I schools that have not met AYP for at least two consecutive years are notified by letter in English and the home language two times per year. Parents are sent a preliminary letter in January for the upcoming school year and again in July after the new AYP scores are released.
- Parents are given a minimum of 30 days to make their decision for each mailing. The mailing includes a stamped envelop to return to the district office. The letter includes the school status and how it was determined; how the school compares to others schools in the LEA; the reasons for identification and what the school and the district are doing to improve achievement levels at the school.
- Students are offered the opportunity to transfer with transportation to at least two schools that are not in school improvement. Letters and forms are made available at the school for parents who may be registering at the school for the first time. Parents who request transfers after the deadline are given due consideration and every effort is made to accommodate the requests of the parents. Information is automatically provided to our transportation office to provide bus services on the first day of school.
- The deadline for the July letter (based on the new AYP data) is usually two to three weeks prior to the start of school in order to accommodate needs of providing transportation and school staffing. We accept requests by return mail, fax 239-377-0321, or phone 239-377-0322. To facilitate parent information the

letters are translated into three languages and meetings are held in schools during the school year when the preliminary letters are sent out beginning in January.

- Parents that request NCLB Choice in January receive a letter of assignment for the next school year. Placements are completed in April and May each year and students have the school assignment prior to the closing of the school year.
- We post information on NCLB School Choice on the district website. Informational handouts on NCLB School Choice in three languages are available year around in the Title I office, Title I Parent Resource Rooms in each Title I school, each Title I school office, and in the District's student placement office.

Eligibility and Parent Notification: NCLB Supplementary Educational Services

- Students in Title I schools that have not met AYP for three or more consecutive years are notified at least three times per school year about the availability of SES programs. The first letter is the NCLB School Choice letter which is sent to all students in rolled in the school during the month of January. Parents are at that time informed of the availability of school choice and the option to choose SES as an alternative to NCLB School Choice. The second notice is sent home during the summer (July) after the newest AYP results are available. The SES sign up form and provider directory will be mailed to parents prior to the start of the school year. The SES sign-up forms and directory will also be distributed to each student on the first day of school. These packets are available at all time during the school year and applications for SES are accepted until all of the funds are expended. Should the District receive more requests than funds are available students are prioritized on the basis of FCAT scores with students having level 1 or 2 in reading or math given the priority placement.
- The provider booklet lists each state approved provider, contact information, grades served, subject area served, a description of the type of instruction, qualification of the providers, information on the number of sessions, the location of the service, and other information that may affect the parent decision. The SES cover letter describes the availability of the SES program and informs parents about how to apply for the program. It provides suggestions to parents on how to select a provider and informs parents that they can have additional help by contacting the Parent Involvement Assistant at a title I school or from the Office of Choice/SES. The letter also informs the parent that the provider will be contacting them to assist with the development of the student learning Plan. The SES Student Request Form lists the options and requests some basic information from the parent as they make their selections for SES programs. It also states that some children will receive priority based on the districts priority of services plan.
- Students have the opportunity to sign up for services at any time, however initially a date approximately 30 days after the opening of school is set so that providers can meet the state deadline for beginning services prior to Oct. 15. Once the initial deadline is passed, forms are modified to indicate that parents can continue to submit requests for services until all of the funds are expended. SES programs usually continue throughout the school year with an emphasis on the neediest children to be assigned and complete service prior to the spring administration of FCAT.
- To increase parent and student participation providers' fairs are held at several schools before the opening of school in August and then followed up with additional fairs after school opens which are usually held in conjunction with other activities at various school locations in August and September. SES applications are released to the providers as soon as they are available. We have found that the providers can facilitate the distribution process. Parents are notified in writing once before school opens (by US mail). Packets and letters are again sent home with the students during the first week of school and reminders are included in communications from the school and the district until all spaces for SES are allocated. SES information is also distributed via the Spanish language and Haitian Creole language newspaper in both Immokalee and Naples. SES information is also posted on the school district web and is continually available through the parent resource rooms in all eligible schools.

Supplementary Educational Services: **Provider Contracts**

- The school district by state law must have a contract with each state approved provider. Providers are requested to submit a letter of intent to provide service to the district no later than mid June each school year. Each provider will be required to sign a contract with the district that must be approved by the District School Board. The contract explicitly requires that providers must begin implementation of SES programs by October 15 or no later than 30 days after they have been notified by the district that students have been assigned to the program should that take place after October 15. The contract requires that each provider use the district's monthly progress report or a report approved by the district to send home to parents each month. This same progress report must be submitted with each invoice for payment and must be submitted to child's teacher. The contract requires that the provider keeps attendance and must submit the approved attendance form and the approved progress report monthly with the invoice before payment is made. The invoice requires that the student or parent sign the form and stipulates that district only pays for actual hours of student tutoring. The contract also requires that the provider must have a plan in place to contact parents should the child be absent from the program. The provider may if they wish request to be released from providing services to the student should absence be excessive and if the parent / student is non responsive to the provider's efforts to increase participation. The contract includes provisions to terminate the services of the provider if the provider does not begin services promptly or if the provider does not follow the other provisions of the contract. Providers are required by the contract to provide invoices to the district on a monthly basis to insure that district data is up to date. These invoices must include the district's attendance form and a copy of the monthly progress report that was sent to the parents and the school.
- The district leases space to the provider as described in the contract. Providers must sign a district lease and are invoiced directly from the district office based upon the use of space and time described in the lease. The district contract includes confidentiality language that prevents the provider from sharing information about any student that may be assigned to the provider for services.
- All providers, including internet providers must meet the Jessica Lundsford background screening requirements and must obtain a contractor badge from the district prior to the implementation of services. Providers are not allowed on school campus or in the district office without that badge. Providers may not be in contact with students on the internet without having a contractor's badge. The district office sends a letter home to each student that has a home or internet SES program to warn them that they should not be in contact on the internet nor should they allow anyone in their home to provide SES services without a School Board Contractors badge.

Supplementary Educational Services: **Student Learning Plans**

- The district contract requires that each student have a signed Student Learning Plan (SLP). The plan must be approved and signed by the provider, the parent, a school staff member that is has knowledge of the students' academic needs, and the SES Coordinator prior to the start of the tutoring sessions. Provisions are made for phone conferences as needed should all parties not be available to sign the plan. Plans can be developed by the provider or by district depending on the needs of the students.
- Providers may use their own assessments as specified in the state approved plan or may use district administered assessments. Providers that complete an agreement to use the Collier District Data Warehouse will have access to student assessments, Individual Educational Plans (IEP), 504 plan, and other relevant student information. The SLP specifies the type of service to be provided, specifies the non-disclosure policy, specifies the requirements for progress reports and monthly attendance forms, specifies supervision requirements, and describes the location, times, and number of sessions that the provider will provide. The SLP also includes a description of the assessment used by the provider to develop the plan, specific achievement goals that will be included in the instructional and a description of how progress will be measured.

- The SLP includes a commitment by the parent to insure regular attendance of the student, to complete an end of program evaluation and a statement that they are in agreement with the learning goals in the plan. The District agrees to monitor the implementation of program, to do an evaluation of the program and to pay invoices in a timely manner.
- For additional information about NCLB Public School Choice or SES programs you may contact the district Title I NCLB School Choice / SES office at 239-377-0322.